

D R A F T
MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING
10 November 2003

PRESENT: Nancy Amato, Chairman
Cynthia A. Herman, Vice-Chairman
Noreen A. O'Connell, Member
Gary Daniels, Member
Len Mannino, Member
Katherine E.L. Chambers, Town Administrator
Darlene J. Bouffard, Recording Secretary

1.CALL TO ORDER: Chairman Amato called the meeting to order at 5:30 p.m.

2.MINUTES: The minutes of the October 27, 2003 meeting were presented to Chairman Amato for review. Vice-Chairman Herman requested a change to Page 11, under Health Insurance Rates, change to read " . . . a presentation was put together by Ruth Bolduc and made to employees . . ." Vice-Chairman Herman motioned to approve the amended minutes. Selectman Daniels seconded. All members were in favor.

3. REPORTS OF BOARDS & SPECIAL COMMITTEES:

-Board of Selectmen Goals. There was nothing new to report.

-DO-IT Committee. There was nothing new to report.

-Recycling Committee. There was nothing new to report.

-Recreation Commission. There was nothing new to report.

-Regional Water District. There was nothing new to report.

-Merton Group. There was nothing new to report.

-Solid Waste Committee. There was nothing new to report.

-NRPC Update. There was nothing new to report.

-Impact Fee Committee. There was nothing new to report.

-Planning Board. There was nothing new to report.

-Conservation Commission. There was nothing new to report.

-Community Town Wide Planning Facilities Committee (CTWPF). There was nothing new to report.

-School Board. There was nothing new to report.

-Heritage Commission. There was nothing new to report.

-Personnel Committee. There was nothing new to report.

-MIDC. There was nothing new to report.

-Zoning Board. There was nothing new to report.

There were no other reports for this evening.

4. APPOINTMENTS:

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- 5:30 p.m. - Non-Public Session-Personnel. Vice-Chairman Herman motioned to enter into Non-Public Session for the purpose of discussing a personnel issue at 5:30 p.m. Selectman O'Connell seconded. All members were polled individually and assented to go into Non-Public Session. After discussion, Selectman Daniels motioned to come out of Non-Public Session at 5:40 p.m. Vice-Chairman Herman seconded. All were in favor. No announcements were made.

- 5:45 p.m. - Proposed New Recycling Center Hours. Bill Ruoff, DPW Director, explained that based on requests from the community, he wanted to propose changing the Recycling Center's hours in a way that should address everyone's concerns. Mr. Ruoff indicated he had met with Town Administrator Chambers, who endorsed the proposed hours, and he advised he was seeking Board of Selectmen approval to have the new schedule go into effect on January 1, 2004. The proposed hours are as follows:

RESIDENTIAL:	Sunday -	Closed
	Monday -	Closed
	Tuesday -	8:00 am - 8:00 pm
	Wednesday -	8:00 am - 12:00 pm
	Thursday -	12:00 pm - 8:00 pm
	Friday -	8:00 am - 1:00 pm
	Saturday -	8:00 am - 4:30 pm
	Demo materials only until 1:00 on Saturdays	
COMMERCIAL:	Sunday -	Closed
	Monday -	Closed
	Tuesday -	8:00 am - 3:30 pm
	Wednesday -	8:00 am - 11:30 pm
	Thursday -	12:00 pm - 3:30 pm
	Friday -	8:00 am - 12:30 pm
	Saturday -	NO COMMERCIAL HOURS

It was noted if the proposed hours were approved, a notice would go out as soon as possible to advise people of the change. Town Administrator Chambers noted these hours would reduce the overtime currently being incurred by Recycling Center staff and the Recycling Center would be open later on Thursday, Friday, and Saturday. Selectman Mannino asked how the hours would reduce the overtime? Mr. Ruoff explained that currently employees are at the Recycling Center a half hour before and half hour after the posted hours to set up and clean up; with these hours, the employees will have that time built into their schedule. Sunday and Monday will remain as their days off. Selectman Mannino asked if employees have seen this proposed change? Tammy Scott, Recycling Center Supervisor, advised they had discussed it and the only concern that was mentioned was the possible need for additional lighting at night. Mr. Ruoff advised more lighting would need to be added for safety.

It was noted most community complaints have been regarding the Friday hours because people arrive at noon when the Recycling Center is closing and they cannot enter the facility and complete their drop off in a timely manner for the Recycling Center staff to complete their work. Chairman Amato suggested having a flyer to hand out to residents to let them know of the upcoming changes. Selectman Daniels asked about demo materials on Saturday only being able to be dropped off until 1:00. Mr. Ruoff explained that because of the volume of people coming in on Saturday, he reduced the number of hours that demo could be brought in because the dumpsters get filled by about 1:00 anyway. Only residential customers could come in on Saturdays with this proposed change. Selectman Daniels noted he had heard one complaint about commercial demo not being accepted on Saturday and asked if later hours on Thursday are to make up for that? Mr. Ruoff noted he thinks that is what will happen. Selectman Daniels indicated he could understand if the dumpsters are filled by 1:00 on Saturday that no further demo could be taken. Ms. Scott indicated she had heard a few complaints about the demo hours as well. Vice-Chairman Herman motioned to accept the proposed Recycling Center hours as submitted. Selectman Daniels seconded. All were in favor.

- 6:00 - Community Development Block Grant. Cyndy Taylor, one of the owners of The Mill on Bridge Street (a housing complex for elderly and disabled individuals in Milford), was introduced and she explained that last week the Planning Board approved a 25-unit addition to The Mill. She added there are improvements to the neighborhood that could be done including street lighting and sidewalks. The Community Development Block Grant (CDBG) is available and the Town could apply for a \$500,000 housing grant. The funds could be used to make improvements to the area. Ms. Taylor noted she had come before the Board of Selectmen because the entity that needs to apply for the grant is the Town of Milford; it must be approved by the Board of Selectmen and then be applied for. A public hearing will also be needed in order to apply for the grant. The application for the grant is due the last Monday in January, so a public hearing would need to be held in December. A community development plan would be needed, which Ms. Taylor could assist with, and would allow the Town to apply for other CDBG grants.

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One of the ideas Ms. Taylor mentioned was the desire to tear down the dilapidated building on the corner of Bridge and Putnam Streets to add parking and landscaping, and maybe adding a patio in front of the existing mill building. Selectman O'Connell noted she understood the way this grant worked and that the money must be used for housing. It was noted that Ms. Taylor was just looking to the Board of Selectmen to see if the Town was interested in pursuing the grant. Town Administrator Chambers asked if, in order to apply, there would need to be an agreement with the owner of The Mill and the Town or is it just total pass-through and the Town just handles the money? Ms. Taylor explained it would be just a pass-through, but as part of the grant there is 15% of the funding, which can be spent on administration. The Planning Department would need to come up with a plan and the CDBG money would fund the changes. Ms. Taylor noted she would help write the grant and do some of the engineering work.

Town Administrator Chambers asked if brick soldiered sidewalks were to be extended, and period lighting was to be added to that area and would it be covered by the grant? Ms. Taylor indicated the lighting would be extended and if the sidewalk were desired, that would be put in the application. Selectman O'Connell recommended Ms. Taylor should speak with the DO-IT coordinator and Bill Parker, Town Planning Director. Ms. Taylor and Town Administrator Chambers clarified that the grant funds could be used for land acquisition, construction, and the developer's receipts of the funds for those purposes. This would free up an equal amount of developer's funds to do offsite improvements (sidewalks and lighting). Chairman Amato asked if the \$500,000 for this grant is different from the CDBG industry funding and how often could the Town apply? Ms. Taylor indicated it was different money and the grants are on a two-year cycle. The reason the plan for Milford would get extra points is the fact that there is affordable housing in this area; Ms. Taylor would not be before the Board of Selectmen if it was approval of this grant was not probable - this is a very viable proposal for the grant funding.

Selectman O'Connell motioned to let Ms. Taylor go forward with the application. Selectman Daniels seconded. All were in favor. Ms. Taylor requested she be put on the agenda for the next Board of Selectmen's meeting for the required Public Hearing, additionally she noted a 10-day notice must be posted and published. Town Administrator Chambers indicated that Ms. Taylor would be put on the agenda for the first meeting in December.

- 6:30 p.m. - Location of Deliberative Session. Steve Martin, Town Moderator, explained to the Board he had received an e-mail notifying him of the planned Deliberative Session on January 31, 2004, in the Town Hall Auditorium. Mr. Martin indicated he had two concerns with the Saturday date:

1. 9:00 a.m. on Saturday morning is a risky time to have the Deliberative Session, he felt. He noted it was a time when some people are working or have errands to do and it is a time when some people sleep. Mr. Martin felt it would be a hindrance to get people to a meeting that early.
2. Parking in the Oval on Saturday morning was also a concern with this plan. Mr. Martin indicated he had never seen 100-200 spaces available around the Oval. If people came and parked, the stores would not be able to get business. He felt it would hinder people's ability to come to the Session because they may not be able to park. He suggested a Saturday afternoon meeting or having it at the school would be better. The number one problem he felt was the parking, because it is just not available in the Oval.

Vice-Chairman Herman suggested Middle Street could be designated and marked for handicapped parking. The complaint Selectman O'Connell heard about the school location was that once inside the school, people needed to walk quite a distance to reach the polling booths. Mr. Martin indicated he did not have a problem with having the Deliberative Session on Saturday, but he did not agree with the 9:00 a.m. time, he was just asking the Board of Selectmen to reconsider. The Board of Selectmen took this under advisement. Later in the evening, the Board discussed the issue again and decided to stay with their original decision to hold the Deliberative Session of Town Meeting on Saturday, January 31, at 9:00 a.m. at the Town Hall Auditorium.

- 6:45 p.m. Presentation of Certificate of Appreciation to John Raymond, Milford Fire Department. Fire Chief Pauley explained that John Raymond had recently retired after 17 years of service with the Milford Fire Department. He noted the Department has already missed him and appreciated his humor. Chief Pauley noted Mr. Raymond would be hard to replace. Chairman Amato presented John Raymond with a Certificate of Appreciation from the Board of Selectmen thanking him for his service to the Town.

- 6:50 p.m. - Presentation of Certificates of Commendation to Police Officers. Police Chief Douglas explained to the Board and audience there was an armed robbery at McDonald's on Elm Street last week and he then detailed how several officers responded to the situation and captured the suspect. It was noted the suspect used a loaded weapon. The Board of Selectmen wanted to thank the officers for risking their lives to protect Milford citizens and businesses. Certificates of Commendation were presented to the following officers:

Sgt. Nervik

Officer Mills

Officer Maxwell

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Officer Frye
Officer Lessard
Officer Beers

Chief Douglas
Detective Jackson

Capt. Fortin
Officer Sterling

-7:00 p.m. - Welfare Guidelines. Maria Brown, Welfare Director, indicated to the Board she would like to update the Town of Milford Welfare Guidelines as soon as possible in some areas. She indicated each town in NH has its own welfare department and needs to interpret, create, and follow their own guidelines while interpreting RSA 165 as well. The recommendations for changes Ms. Brown was making were in three categories: Immediate Changes, For Your Information, and Pending NHLWAA (New Hampshire Local Welfare Administrators Association) Recommendations. Ms. Brown indicated some items would have changes recommended in 2004.

It was noted part of the job of the Welfare Director was to go through all of the income and expenses of all Welfare clients. Ms. Brown noted certain non-essential items were not considered allowable expenses that clients could spend their funds on and she has identified some areas where certain items should be changed to be allowable expenses. Ms. Brown noted Welfare monies given to clients need to go toward rent and food and that every penny needs to be documented as to where it goes and for what. She advised under the current Welfare Guidelines if some one has a savings account, they needed to exhaust that money prior to receiving funds from the Town and show documentation of that action. Ms. Brown is recommending that welfare recipients be allowed to keep a savings account of with a balance of \$300, or whatever the minimum that was needed to keep an account open, and still be able to receive welfare benefits. Selectman Mannino asked if credit checks are done on recipients? Ms. Brown replied they are not conducted; some clients have filed for bankruptcy.

Selectman Mannino asked why taxes are not an allowable expense? Ms. Brown responded taxes are not an allowable expense in the current Welfare Guidelines, but she indicated some clients live in trailers and therefore, have a property tax bill, so it should be an allowable expense to meet the basic need to keep a roof over their heads. These figures are needed to simply help the Welfare Office come up with a basic needs calculation of expenses. It was noted by having Welfare clients have more expenses that are allowable, it meant they would end up being allowed to receive more funds from the Town for rent and utilities. Selectman Daniels asked how long a person could stay on welfare? Ms. Brown indicated a person could receive assistance indefinitely, as long as they were eligible.

Selectman Daniels asked what incentive there was for clients to get off welfare? Ms. Brown did not think there were any incentives, however, she indicated but she tried to look at it as temporary assistance. Ms. Brown also indicated it is not quick or easy to receive welfare from the Town and there are both financial and non-financial qualifications, which must be met in order to get support. Selectman Daniels asked what the overall monetary increase to the Town would be if these changes were made to the Welfare Guidelines. Ms. Brown indicated it would allow \$28 for basic telephone service and a \$10 increase for car gasoline for about 150 people, which is about \$6000 more per year. Selectman Mannino asked what the status of HB1109 (which addresses uniform administration of RSA 165) was? Ms. Brown indicated it was still in process and she may get an update on Thursday at a conference she will be attending. Out of the 150 people per year that apply for benefits, Selectman Mannino asked, how many are actually Town residents? Ms. Brown replied she tries to help only Town residents, but there are transient individuals, probably 3 per year, who just move in and out of Town.

Tonight, Ms. Brown indicated she was looking for approval on the Immediate Changes requests. Selectman Daniels would like to look over the changes and think about it. Selectman Daniels motioned to table until the next meeting. Vice-Chairman Herman seconded. All were in favor. Selectman Daniels requested that Ms. Brown attend the next Board of Selectmen meeting.

-7:30 p.m. - Grugnale Property Taxes. At Mr. Grugnale's request, Vice-Chairman Herman motioned to enter into Non-Public Session at 7:30 p.m. Selectman Daniels seconded. All members were polled individually and assented to go into Non-Public Session. After discussion, Vice-Chairman Herman motioned to come out of Non-Public Session at 8:08 p.m. Selectman Mannino seconded. All were in favor. No announcements were made.

5. UNFINISHED BUSINESS:

-Proposed Town Fees Modifications.

Recycling Center - Bill Ruoff, DPW Director, explained in his proposal for fee changes for the Recycling Center, some costs for commercial disposal and demo materials have been reduced; this is for Milford residents only. A flat fee for demo materials that weigh less than 500 lb. is recommended as well. Mr. Ruoff indicated that most complaints are regarding the charge for families to get rid of normal residential materials, bulky enough to be required to be disposed of as demo. Chairman Amato asked how would there be control of residents disposing of their trash versus commercial waste haulers? Tammy Scott, Recycling Center Supervisor, indicated the Recycling

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Center employees could tell the difference between commercial and residential haulers. Vice-Chairman Herman asked how it could be controlled if people come in and are commercial haulers but they are telling the employees they are just residents? Mr. Ruoff responded it would come back before the Board of Selectmen and hurt everyone if that started all over again. Selectman Daniels asked if he brought in a computer to throw away, how much it would cost? Mr. Ruoff answered it would cost \$5 to dispose of up to 500 pounds of demo and he would recommend holding on to the computer until more demo materials were accumulated. Selectman Daniels asked about an elderly person who has one item to get rid of, would they be charged \$5? Mr. Ruoff replied yes, up to 500 pounds. Selectman O'Connell asked if there would be a yearly demo material sidewalk pick up again for residents? Mr. Ruoff indicated once the budget was finalized he would have an answer for that. Mr. Ruoff was looking for input on these proposed rate changes and is open to modify the proposal, possibly to a per pound cost. He suggested perhaps a cost of 1 cent per pound up to 500 pounds. Selectman Daniels asked if the employees would make change if someone has to pay 17 cents? Ms. Scott replied they would round off the figure. Selectman Daniels motioned to have the fee changed as follows:

- \$1 disposal fee for up to 100 pounds (of demo materials)
- \$2 disposal fee for 101 to 200 pounds (of demo materials)
- \$3 disposal fee for 201 to 300 pounds (of demo materials)
- \$4 disposal fee for 301 to 400 pounds (of demo materials)
- \$5 disposal fee for 401 to 500 pounds (of demo materials)
- \$.05 per pound if over 500 pounds (of demo materials)
- Other fees proposed on the schedule proposed by Director Ruoff.

Selectman O'Connell seconded. All were in favor.

Selectman O'Connell asked about the employee break area at the Recycling Center, and whether there have been thoughts about expanding it? Mr. Ruoff replied that it is thought about whenever he eats lunch there. Selectman O'Connell would like to think about enlarging the break area in the future.

Ambulance Service - After review of additional information provided by Eric Schelberg, Ambulance Director, on a proposed increase in ambulance service rates, Selectman Daniels motioned to stay with the existing rate schedule. Vice-Chairman Herman seconded for discussion. Vice-Chairman Herman indicated she felt the determination of increases seemed arbitrary; there is no justification for the increases. All were in favor of the motion.

-Risk Management Proposal. Town Administrator Chambers indicated there had been a plan to bid out the Workman's Compensation plan, until it was realized the Town had a signed contract with Primex, which is valid until the end of 2004. It was noted a call was placed to Primex regarding the high-risk groups consultation proposal and Town Administrator Chambers advised she was awaiting a return call. Vice-Chairman Herman motioned to table. Selectman Daniels seconded. All were in favor.

-Request for the Repainting of the Dedication Plaque on the Swinging Bridge. A concerned Milford citizen had written to the Board of Selectmen requesting the Dedication Plaque on the Swinging Bridge be repainted, in an effort to maintain its readability. It was indicated if the cost to repaint the swinging bridge sign/plaque were within the limits of the DPW budget, Mr. Ruoff would go ahead and repaint it. Mr. Ruoff had asked for direction from the Board of Selectmen regarding having the entire bridge repainted because he felt it would be a considerable amount of money to accomplish that task. Chairman Amato indicated to just start with the plaque, to which all Board of Selectmen members agreed.

-Pending Petition from Verizon and PSNH for Pole Licenses & Buried Cable and Conduit Location. Town Administrator Chambers indicated these items were on hold until Verizon has resolved all pending issues. Vice-Chairman Herman asked if the trees on Melendy Road that had been cut by Verizon had been removed (the branches were removed but the trunks were left standing)? Selectman O'Connell responded the trunks were supposed to be removed by now. Vice-Chairman Herman motioned to table the request. Selectman Daniels seconded. All were in favor.

-Recreation Commission Role. The Recreation Commission, at an earlier meeting, adopted a Mission Statement. It was presented to the Board of Selectmen. Selectman O'Connell indicated the Board and the Commission seemed to be on the same page as of their recent meetings. Town Administrator Chambers agreed, stating the meetings were very positive and the Recreation Commission would like feedback from the Board of Selectmen. Selectman Daniels motioned that the Board of Selectmen support the Mission Statement of the Recreation Commission dated October 9, 2003. Selectman O'Connell seconded. All were in favor.

-Form of Town Government Study Committee. An advertisement was run in the newspaper last week asking for volunteers willing to form a committee to study possible future forms of Town government to contact the Board of

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Selectmen's office and it was noted it would run again this week. So far, the following residents have expressed an interest in this committee: Peter Bragdon, Dave Alcox, Paul Bagley, Faye Richey, Ernie Barrett, and George Carvill.

-MACC Base Representative Position. Jeff Marshall, who was previously before the Board indicating he might be able to fill the MACC Base representative position, has informed the Town Administrator he cannot give the time commitment required right now, so the Board of Selectmen are still actively seeking other candidates. Selectman Mannino indicated he could not break from his schedule right now either. Currently, they meet every Thursday, and Vice-Chairman Herman has Chairman Amato and Selectman O'Connell covering for the Water District so that Vice-Chairman Herman can attend the MACC Base meetings. Most of the time-sensitive meetings will be done at the end of December and MACC Base normally meets every third Thursday of the month at 7:30 p.m. Selectman Daniels will check his schedule to see if he can accommodate the MACC Base meetings. Vice-Chairman Herman has also spoken with Fire Chief Pauley and Eric Schelberg, Ambulance Director, about candidates for the representative position and will speak with Police Chief Douglas as well.

-Fire Wards Transition. Human Resources Director Ruth Bolduc and Fire Chief Pauley are completing the necessary steps to ready the sections of the Fire Departments Rules and Regulations as well as the Standard Operating Guidelines. These actions are needed as a part of the transition from a departmental structure with the Fire Wards as the governing body to the Board of Selectmen as the governing body of the Fire Department. Chief Pauley indicated the job descriptions are in process.

-Town Wrecker Rotation Policy. This item is awaiting revisions.

-Consideration of a Traffic Light at the Nashua St. & Power St. Intersection. This item is awaiting funding.

-Public Access Television Channels. This item is awaiting a plan from Tim Finan.

-Intersection of Savage & McGettigan Roads. This item is awaiting a response from Town of Wilton.

6. NEW BUSINESS.

- 2004 Emergency Management Assistance (EMA) Grants. Charlie Patterson of the Office of Emergency Management has requested Board of Selectmen approval to apply for a grant worth \$19,400 from the NH OEM to be used for a telephone system for the Emergency Operations Center. This is a 50/50 grant and it has already been submitted, as it was due October 31, 2003. The Town match of \$19,400 is proposed to come from the OEM budget for 2004. Selectman O'Connell asked if the Town is looking at updating the Town phone system anyway? Town Administrator Chambers replied yes, but indicated it not be addressed until late 2004 when the current contract expires. Selectman O'Connell also indicated she felt that the other emergency service departments in Town are already accomplishing a lot of what the OEM does. Selectman Daniels asked if Mr. Patterson and Steve Rougeau, Director of Emergency Management, had spoken with the school and MACC Base regarding the infrastructure of this type of system? Town Administrator Chambers advised this was specific to the proposed Emergency Operations Center that would be constructed in the closet in the Board's meeting room for use in the event of an emergency. If this grant is applied for, it needs to be clear to OEM that they can apply for it, but will only be authorized to spend what they can match from their own budget. Selectman Daniels motioned to approve the application for the 50/50 grant but noted Emergency Management could only spend what Emergency Management could match from the Emergency Management budget for 2004. Vice-Chairman Herman seconded. All were in favor.

-Request for Modification to the Employee ID Badge Policy. Eric Schelberg, Ambulance Director, and Chief Douglas, Police Chief, have requested a modification to the employee ID badge policy regarding their employees wearing ID badges externally. These employees already wear a badge as part of the uniform, and it is felt the ID badge worn externally could cause a safety issue. Town Administrator Chambers suggested the policy be modified to read that it be left at the discretion of the Department Head whether or not employees are required to wear the external ID badge. Town Administrator Chambers will provide on the language to change the policy at the next Board meeting. All Board of Selectmen members concurred.

-Request for Approval of Revisions to Board of Selectmen Policy No. 2000-01. Vice-Chairman Herman motioned to accept the revised language to Policy No. 2000-01 as requested by Rose Evans, Finance Director. Chairman Amato seconded. All were in favor.

-Job Description Form. Vice-Chairman Herman passed out the position description form that was filled out by Town employees as part of the job description assessment and requested that each Board of Selectmen member fill out a form as well. Vice-Chairman Herman will look into the Town history books to find out what the Board of

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Selectmen mission statement originally was. Selectman O'Connell suggested she check at the Historic Society. Vice-Chairman Herman requested all forms be filled out and returned to her by next week.

-Proposed Job Description for Administrative Assistant II - Planning & Building Position. Selectman O'Connell indicated she would like the ability to e-mail added to this job description and requested the shorthand requirement be removed. Also, Selectman O'Connell requested to add the ability to establish a working relationship with visitors and to have a pleasant demeanor. Selectman Mannino motioned to accept the job description as amended. Selectman Daniels seconded. All were in favor.

-Request for Additional Funding for Soil Testing for the Facilities Planning Committee. It was noted there will be a meeting of the Facilities Planning Committee on November 17 at 7:00 p.m. at the Chappell Professional Building, and if there are any specific questions anyone would like to have addressed please get them to the Committee as soon as possible. The Committee has requested funding in the amount of \$3,500 to add to their remaining budget of \$8,546 in order to conduct testing of the soil on the existing Police Station site.

Selectman Mannino suggested the EPA should do this testing. Previously they did testing at the current Police Station site that turned up negative results and he suggested that rather than paying for soil testing, maybe the EPA would be willing to do testing in conjunction with funding being extended through 2005 to take care of the sources of the contamination plume at the neighboring site. If DES has to do extractions anyway, why can't this testing be rolled in? Chairman Amato asked how far down does the DES have to dig? Selectman O'Connell indicated they go down several layers. Selectman Mannino indicated the EPA could cover the cost for additional soil testing. Meanwhile, Selectman O'Connell asked if the Town was willing to pay another \$3,000 to get this on the Warrant Article? Selectman Mannino indicated he did not support this site and expressed he felt that is why a new Police Station was voted down by residents (because of the contamination). Vice-Chairman Herman felt if the Board could not convince Selectman Mannino to accept this site, the residents would not be convinced either. Town Administrator Chambers asked if Selectman Mannino would support this site as a possible location for a new Police Station if there were definitive results stating it was clean. Selectman Mannino indicated he was keeping an open mind, but his fear was that a shortcut would occur during construction and cause contamination to enter the building again. That site was voted down two times and the surveys showed people want an in-Town location.

Selectman O'Connell indicated the Cutts property on South Street has been identified as a possible site for a new Police Station. The property might be available, but no further information was available at that point on it. Chairman Amato advised if the Board of Selectmen does not want the Committee to go down the road with the current site, we should tell them now. For \$3,500, the Town can get an answer about the site one-way or the other. Selectman Daniels advised if the money is spent, people may still not believe it if the tests show it is clean. Selectman O'Connell motioned to give the additional \$3,500 to the Facilities Committee to do soil testing and see if we can get the EPA to do testing at no cost to the Town. Vice-Chairman Herman seconded but questioned the \$1,500 in miscellaneous costs. Selectman O'Connell amended the motion to be up to \$3,500 toward testing costs. Selectman Mannino indicated he did not want the Town to pay for the testing. He is not against the testing, but is against paying for it. All were in favor of the motion, except Selectman Daniels and Selectman Mannino who were opposed.

-Discussion of 101 Electronic Sign Agreement (NHDOT MOU). Selectman O'Connell motioned to accept the signs agreement from NHDOT for placement of electronic signs on Route 101 as part of the Route 101 safety improvements. Selectman Mannino seconded. All were in favor.

-Line Item Over Expenditure. Tom Neforas, Wastewater Treatment Facility Superintendent, notified the Board of Selectmen of the over expenditure of \$3,500+/- to the WWTF Group Health Insurance in the Org/Object line item 77142-521000 due to under budgeting. It was noted some people changed benefits in July which caused this expenditure. There are funds available in another line item, which will be used to cover these costs. Selectman O'Connell motioned to accept this information and authorize Mr. Neforas to re-allocate the funds from another account. Vice-Chairman Herman seconded. All were in favor.

-Discussion of Awarding Certificates of Appreciation for Town Volunteers. Chairman Amato noted volunteer members of the various committees in Town should receive some sort of written recognition from the Board of Selectmen. Selectman Daniels felt a letter of appreciation would be better received than a certificate. Vice-Chairman Herman noted she would support whatever form of appreciation notices come in - the acknowledgement is the point. Town Administrator Chambers noted that the Board members who serve on other committees needed to accept responsibility to present the certificates to the other people on the boards or committees that they also serve on. Vice-Chairman Herman suggested that we do a letter acknowledging the volunteers and then list the people in the newspaper. Selectman Daniels suggested putting the list in the Town report as well. Town Administrator Chambers asked all Board members to prepare a list for the next Board of Selectmen meeting.

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-Ratification of Telephone Poll RE: Veteran's Day Parade. The VFW Post 4368 has requested permission to hold a parade on November 11, 2003 from 10:30 until 11:30, that will travel through the Oval. Vice-Chairman Herman motioned to approve. Selectman Daniels seconded. All were in favor.

-Execution of Water User Fees and Sewer Users Fees for the Month of November 2003. The Water User and Sewer User fees for the month of November 2003 were unanimously approved on motion made by Vice-Chairman Herman and seconded by Selectman Mannino as follows:

Water Users Fees:	\$ 73,563.77
Sewer Users Fees:	\$113,024.58

-Request for Water/Sewer Abatement. An abatement request was unanimously approved on motion made by Selectman Mannino and seconded by Vice-Chairman Herman as follows:

<u>Account</u>	<u>Location</u>	<u>Sewer</u>	<u>Water</u>	<u>Total</u>
4080700	115 Union St.	\$133.99	\$66.03	\$200.02

-Property Tax Warrant, Second Half 2003. Peggy Langell, Tax Collector, requested approval to collect property taxes for the second half year 2003 in the amount of \$11,302,685.24. Vice-Chairman Herman motioned to approve. Selectman Daniels seconded and all were in favor.

-Discussion of Holiday Party and Hours. The Town Holiday Party will be held December 19 from 12 noon until 3:00 p.m., and Town Hall and other non-emergency offices will be closed down during that time. After the party, all attendees are required to go back to work at 3:00 p.m. Selectman O'Connell motioned to approve that all non-emergency employees are allowed to close offices at noon on December 19 and leave their workstation to attend the holiday party until 3:00 p.m. when employees will return to work stations. Employees who choose not to attend the party must remain at work. Vice-Chairman Herman seconded. All were in favor.

Town Administrator Chambers also asked Board of Selectmen permission to close non-emergency Town Offices at noon on Christmas Eve and New Year's Eve and allow non-emergency office employees to go home with pay or as an alternative plan would be to close for the day on December 26 and remain open all day on Christmas Eve and New Year's Eve. This is not considered a Town holiday, but is a traditional gift to the employees. Selectman O'Connell motioned to keep it as a half day on Christmas Eve and New Year's Eve because the Recycling Center would still need to stay open on Saturday December 27. All were in favor of the motion, except Vice-Chairman Herman and Selectman Daniels who were opposed.

7. ITEMS NOT ON THE AGENDA.

-Department of Energy Survey. Town Administrator Chambers indicated that the State really wants the Town of Milford to fill out the Homeland Security Assessment which needs to be submitted in order to get grants in the future for emergency services. The Department Heads will need to spend about 1 day in order to fill it out. The survey has to do with weapons of mass destruction. The Board did not change their original decision not to complete the Assessment.

8. INFORMATION ITEMS.

9. ANNOUNCEMENTS.

-Next BOS Meeting. The next regular meeting of the Board of Selectmen will be Monday, 24 November 2003, at 5:30 p.m.

There being no further business to come before this Meeting, the Board adjourned at 9:50 p.m.

Chairman

MINUTES OF BOARD OF SELECTMEN MEETING - 11/10/2003

Vice-Chairman
